

**COASTAL MOBILITY AND LIVABILITY WORKING GROUP
BYLAWS AND RULES OF PROCEDURE
ADOPTED BY COUNCIL RESOLUTION 2016-54 JULY 13, 2016
REVISED BY COUNCIL MINUTE ORDER SEPTEMBER 14, 2016**

I. WORKING GROUP NAME:

This advisory group shall be called the Coastal Mobility and Livability Working Group (CMLWG).

I. MISSION STATEMENT:

The Coastal Mobility and Livability Working Group (CMLWG) is an open stakeholder forum to provide organized and publicly-based input to assist the City Council on issues affecting the Rail Corridor Vision Study, and the Active Transportation Plan and Coastal Business Districts Parking Study, which are related mobility studies, referred to as the Coastal Mobility and Livability Study. The CMLWG also assists in guiding the Montgomery pedestrian railroad crossing study in Cardiff. The added role of the CMLWG members is also to serve as a conduit of information and help raise public awareness to keep community members and stakeholder groups fully engaged in the public review process.

The CMLWG is created for the purpose of assisting the City of Encinitas with the preparation of unified vision for the rail corridor to address connectivity and quality of life needs while addressing the safety and character of the corridor; which involves:

- Guiding the public engagement process;
- Reviewing of needs and constraints assessments;
- Providing feedback on key issues and opportunities;
- Developing solutions studies and alternatives; and
- Having the principal duty of acting as an advisory body to City Council regarding recommended actions associated with the Final Concept Alternative.

II. PRIMARY FUNCTION:

The CMLWG has no legal identity as part of the city's organizational structure, nor do they possess any statutory powers. The stakeholder group will operate on a consensus basis.

The CMLWG will be primarily responsible for:

- Working collaboratively with the project team;
- Serving as two-way conduits of information about the project (for example, communicating information about the project out to organizations and the broader public; and relaying community comments, ideas, and concerns about the project back to the CMLWG, etc.)

- Actively seeking out the perspectives of organizations and individuals with relevant knowledge, expertise or experience;
- Identifying areas of consensus and disagreement among constituency groups;
- Assisting with publicizing community involvement opportunities and attend community workshops;
- Providing strategic guidance on ways for the project team to obtain broad community input and resolve matters of community concern during the study; and
- Providing feedback on key issues and opportunities, commenting on draft concepts, and participating in the presentation of the Final Report to the City Council.

By serving on the CMLWG, members agree to invest time beyond their attendance at CMLWG meetings. CMLWG members will encourage broader community participation throughout the planning process. CMLWG members also agree to construct and design effective, creative, and innovative ways of raising public awareness AND facilitate its implementation to receive additional feedback.

III. CMLWG MEMBERSHIP:

The CMLWG will consist of 13 regular members and account for a board range of socioeconomic and stakeholder interests.

Name	Stakeholder Organization	Community of Residence
Carris Rhodes	Leucadia 101	New Encinitas
Brett Farrow	Cardiff 101	Cardiff
Tom Cozens	Encinitas 101	Old Encinitas
Jim Benedetti	Chamber of Commerce	Olivenhain
Chris Swanner	No Rail Trail	Cardiff
Jody Hubbard	Yes Rail Trail	Cardiff
Rahul Deshpande	Cardiff Town Council	Cardiff
William Morrison	Leucadia Town Council	Leucadia
Judy Berlfein	Bike/Walk Encinitas	Old Encinitas
Mikayla McFadden	Paul Ecke School	Leucadia
Robert Hemphill	Engaged Citizen	Leucadia
Ron Dodge	Engaged Citizen	New Encinitas
<i>TBD*</i>	Latino/Hispanic Community	<i>TBD*</i>

Note: The City Manager will work to identify a representative of the Latino/Hispanic Community to be appointed to the CMLWG.

The CMLWG will also consist a representative from each of the City's Commissions to serve as ex-officio members. Each Commission will designate a representative and alternate to the CMLWG.

The Working Group shall be dissolved upon the completion of the work program.

Appointment Criteria:

- Provide a specific skillset to make a value-added contribution to the Working Group
- Contribute to a balanced Working Group by way of the member's community of residence and/or stakeholder group representation
- Enable the mix of appointments to result having perspectives citywide, including representation from all five communities

Eligibility:

- Regular members cannot be currently seated on a City Commission
- Members must be residents of Encinitas
- Members must remain in their above referenced roles
- Members must be able to document their efforts to engage those within their stakeholder interest as identified on the appointment roster (e.g., disclose their network, document efforts to communicate with their network, demonstrate efforts to broaden their network, demonstrate ongoing communication about the project with their network, urge their network to participate in public meetings, etc.)

IV. CMLWG SCHEDULE:

The CMLWG will meet on a regularly scheduled basis on weekday evenings. However, meeting dates may occur during normal business hours and/or on Saturdays depending on agenda, resources, and/or project schedule. The CMLWG will establish additional meeting dates as necessary to review planned projects of other agencies or to receive informational reports from other City-lead activities in coordination with the project consultant and staff team.

The project scope of work includes the CMLWG meeting six (6) times over the course of the work program. The CMLWG may not schedule extra meetings without the consent of the City Manager due to finite project and staff resources. The CMLWG will conduct their first meeting on Thursday, July 28, 2016 at 6:00 p.m. The CMLWG shall, at the first regular meeting, review and discuss ground rules about protocol and the manner in which members should conduct themselves. The Working Group is also expected to discuss member roles and responsibilities, as well as complete other organizational, schedule and introductory tasks.

A final CMLWG report and recommendation will be provided to Council by May 2017.

V. CMLWG GROUND RULES:

- A. Brown Act. All CMLWG meetings and Working Group members are subject to the open meeting requirements of the Brown Act. All communications made by members associated with this Working Group are subject to the Brown Act, including with their stakeholder networks. (The Brown Act is contained in section 54950 et seq. of the Government Code.)

- B. Quorum. For meeting purposes, a quorum shall consist of a simple majority of the constituent membership of the Working Group.
- C. Meeting Schedule. The Working Group agrees to work in a manner to accomplish a Final Rail Corridor Vision Study within a one (1) year period. The regular meeting schedule shall be established to accomplish this.
- D. Location. Unless otherwise stated, regular meetings of the Working Group shall be held in the Poinsettia Room of the City of Encinitas Civic Center at 505 S. Vulcan Street, Encinitas, CA 92024. Alternate locations may be considered with the consent of the City Manager.
- E. Agenda. City staff shall prepare, post, and give proper notice of the agenda for each meeting. No matter may be considered or acted upon by the Working Group unless it is included on the posted agenda or supplemental notice. The minutes of previous meeting shall be approved, with additions, corrections, and deletions made by the Working Group. Minutes of the previous meeting(s) and supplemental reading material (if any) are to be mailed with the Working Group agenda.
- F. Meeting Facilitation. CMLWG meetings will be facilitated with no chair. However, a facilitator will be utilized to help for regular meeting facilitation, maintain order, provide a forum for interaction and communication, and keep the meeting on time in order to complete the agenda items.

The CMLWG is not intended to be a voting body. The Working Group will operate by consensus and provide comments to the consultant team. Regular meetings shall continue until all agenzized business is concluded unless adjourned earlier by City staff or the consultant team. Any scheduled meeting of the Working Group may be canceled for lack of business or quorum by City staff or the consultant team.

- G. Level of Effort. Each CMLWG member is expected to participate in all meetings to conduct business and move work plan tasks forward. It is recognized that members may miss an occasional meeting, which is acceptable. The emphasis is on active participation and contribution in some form.

CMLWG members shall provide on-going, organized, effective, and publicly based input to the City team including reviewing and commenting on major work elements. Members must communicate with their constituencies on a regular basis in order to keep them informed of the update process and to gain a broader understanding of public and interest group perspectives.

- H. Attendance. Members are expected to attend all meetings that occur over a one (1) year process. The Working Group will meet a minimum of six (6) times during the course of development of the work program. It is anticipated that the Working Group would typically meet as a whole; however, time and policy interests may dictate that additional

special meetings are needed and/or Working Groups must be developed to focus on specific issues. All CMLWG members are expected to attend all public events advertised to the general public. If a CMLWG member affiliated with a stakeholder group is unable to attend a CMLWG meeting, s/he may notify the City staff and designate an alternate representative of the stakeholder group who shall attend in his/her place.

- I. Filling Vacancies. If a CMLWG member resigns from his or her appointment at any point during the work program or no longer represents a stakeholder organization, the position shall be filled in a timely manner. If a vacant seat is affiliated with a stakeholder organization, City staff will work with the stakeholder organization to fill the vacancy. If the vacant seat is not affiliated with a stakeholder organization, City staff will work with the CMLWG to fill that unaffiliated vacancy.
- J. Compensation. The members of the CMLWG shall serve without compensation.
- K. Public Comment. The CMLWG shall accept input from the individual members either in writing or verbally for review and discussion. City staff will document these communications and forward copies of all correspondences as part of the administrative record and for distribution to the CMLWG. Not more than 15 minutes shall be set aside at the beginning of each CMLWG meeting for the public to comment and address the Working Group on any matter under its purview. If necessary, any time left at the end of the meeting may be utilized for additional public comment. It is important to note that the CMLWG is solely an advisory Working Group to the City Council and is not a public hearing body.
- L. Communications with the Media. CMLWG members agree not to characterize their personal viewpoints as representative of the entire Working Group when contacted by the media. Should members speak to the media, members are encouraged to provide accurate, factual information to inform the public about the program, but are asked to refrain from speaking on behalf of the Working Group unless authorized by the Working Group to do so. City staff will be available to assist in any communications to the media, if desired.
- M. Changes in Duties. At their discretion, the City Council may expand the duties and responsibilities of the CMLWG by amending the bylaws through adoption of a new Resolution. The provisions of the bylaws may also be changed, amended, or repealed by the City Council at any time, within the limitations imposed by the Brown Act.
- N. Decorum. Members must be respectful to each other, the public, staff and the consultants. Members shall engage in respectful civil discourse at all times.
- O. Governing Rules. City Council Policies and Protocols for Commissions and meetings apply.

- P. Conflict of Interest. Members shall not use their affiliation on this Working Group in relation to advocating or promoting elected offices or ballot measures.

VI. RULES OF PROCEDURE:

During meetings, CMLWG members are expected to:

- A. Arrive on time.
- B. Turn cell phones and other communication items off.
- C. Be courteous and listen while others are speaking. Treat others in the group the way that you would like to be treated. Make an effort to understand each other's position.
- D. Address the facilitator and members of the CMLWG, rather than the public, in a manner that allows the group to hear your comments.
- E. Members shall speak one at a time. If you have spoken once during a round of discussion, allow others to contribute before providing additional input.
- F. Build on collaboration and provide constructive feedback to the facilitator and group. Keep an open mind and be interested in finding areas of understanding and/or agreement.
- G. Participate actively, review documents by agreed upon deadlines, and adhere to the work program schedule established for the Working Group.
- H. Maintain a positive outlook. This, along with providing constructive feedback, maintaining an open mind, and finding areas of understanding and agreement, will help the facilitator to run the meetings with positive results.